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CONSTITUTION
FOR THE
CLARKE COUNTY LIBRARY
ATHENS, GEORGIA
(Adopted July 17, 1986)

ARTICLE I - Name and Location

This organization shall be known as the Clarke County Library. Headquarters shall be located at 120 West Dougherty Street, Athens, Georgia 30601.

ARTICLE II - Purpose and Constituency

The purpose of the Clarke County Library shall be to offer a full program of library service to all citizens of the city of Athens and Clarke County to meet their informational, educational, and recreational needs; to acquire and purchase library materials; to circulate materials to the public; to build a reference collection adequate to provide current and reliable information of a reference nature as demanded by the needs of the community; and to promote the use of the library by appropriate means.

The Clarke County Library is a member of the Athens Regional Library system. Under the terms of the participating agreement. Membership in the Regional Library provides the citizens of Clarke County with reciprocal borrowing privileges in all libraries in the system. Likewise, the Clarke County Library lends materials to citizens of all other counties within the Regional Library system.

These Constitution and Bylaws are companion documents to the Constitution and Bylaws of the Athens Regional Library System and are intended to clarify local practices and the relationship of the local library to the regional system. There is to be no conflict between provisions of these Constitution and Bylaws and those of the Athens Regional Library System. If inadvertent conflict occurs, the Regional Constitution and Bylaws shall govern.

ARTICLE III - Governing Body

The governing body shall be a Board of Trustees (hereinafter referred to as Board) composed of fifteen (15) members appointed by the Board of Commissioners of Clarke County. All appointments shall be for five-year terms except that vacancies caused by death, resignation, removal or for any other reason shall be for the unexpired term. Members of the Board may be reappointed provided that no member shall serve more than two consecutive terms. If any Board member is absent from three consecutive quarterly meetings during the year without being excused by the chairman, the Board shall declare his position vacant and so notify such member in writing. Vacancies shall be filled in the same manner as appointments are made. If a vacancy occurs prior to the expiration of a trustee's term, the new appointee shall

complete the unexpired term.

Honorary members may be selected by the Board from those members who, due to circumstances, can no longer participate actively on the Board.

Section 1 - Powers of the Governing Body

The Board shall have general supervision of the public libraries established in Clarke County and shall have power to make reasonable rules and regulations for their operation.

Said Board shall have, pursuant to Section 20-5-49 of the Official Code of Georgia Annotated, the power to contract within the limits of the funds available to them by appropriations, taxation, bequests, donations, or from other sources; and said Board shall have other such powers and limitations as are provided in Article 2, Chapter 5, Title 20 of the Official Code of Georgia Annotated.

The Board chairman shall appoint four (4) members to the Athens Regional Library Board of Trustees, to terms as specified in the constitution and by-laws of the Regional Library.

Section 2 - Officers of the Governing Body

Officers of the Board shall be a chairman, vice-chairman, and treasurer elected in October by the Board for two-year terms, and a secretary, who shall be the Director of the Clarke County library. An officer may succeed himself provided the chairman not serve for more than three (3) consecutive terms. Officers shall be bonded as provided in Section 20-5-50 of the Official Code of Georgia Annotated.

Nominations shall be made by a committee of three Board members appointed by the Chairman of the Board. These officers shall perform the duties prescribed by the Bylaws and by parliamentary authority adopted by the Regional Library Board.

Section 3 - Committees of the Board

The chairman of the Board shall annually establish and appoint Board members to Board committees.

Standing committees shall be the Finance Committee, the Personnel Committee, and the Building and Grounds Committee. Other special committees may be appointed by the Chairman as needed.

Section 4 - Executive Committee

The Executive Committee shall be composed of the officers of the Board. It shall be entrusted to govern in the name of the Board between regular quarterly meetings of the Board.

Section 5 - Residence

Any person appointed to the Clarke County Library Board must be a resident of the county which he represents. If he moves his legal residence outside the county, he shall be replaced on the Board.

Section 6 - Compensation

Board members shall receive no compensation but may be reimbursed for any reasonable and necessary expenses incurred in the performance of library business, or if stipulated in the terms of any bequest or gift. Membership dues or fees for individual membership of board members in state, regional, and national library associations may be paid from operating funds.

ARTICLE IV - Interlibrary Cooperation

The Clarke County Library may enter into cooperative endeavors with other library systems by sharing personnel, materials and/or services.

ARTICLE V - Amendments

This constitution may be amended at any regular meeting of the Board by a two-thirds (2/3) vote of the membership provided notice is made in writing at least two weeks prior to the meeting, and providing that a quorum is present. All amendments to the Constitution will be filed with the Director of the Athens Regional Library and the Division of Public Library Services of the Georgia State Department of Education immediately upon adoption.

BYLAWS
OF THE
CLARKE COUNTY LIBRARY
(Adopted July 17, 1986)

ARTICLE I - Duties of the Board of Trustees

Section 1. It shall be the duty of the Board of Trustees (hereinafter referred to as Board) to appoint and/or dismiss the director of the library and other such staff members as are recommended by the director of the Clarke County Library as will be needed in the efficient operation of the library.

Section 2. The Board shall review and approve budgets prepared by the director of the library and present the library's fiscal needs to its supporting agencies..

Section 3. The County Library Board of Trustees shall discharge those duties delegated to it by the Athens Regional Library System Board of Trustees. All formal actions of the County Library Board of Trustees taken in discharging those duties shall be reported to the Regional Board of Trustees for approval and recording at their next meeting.

Section 4. The Board shall adopt all policies, acting on the advice and guidance of the director. The Board shall establish policies governing library programs and use, including the following:

- a. Hours open and holidays.
- b. Basic policy regarding book selection and purchase.
- c. Charges for lost books and fines for overdue books.
- d. Service to schools.
- e. Service to special groups.
- f. Methods of extending services (bookmobiles, branches, etc.).
- g. Acceptance of gifts.
- h. Leaves of absence and vacation for personnel.
- i. Payment of expenses of personnel to attend professional meetings.

Section 5. The Board shall, after its October meeting, make suggestions to the Clarke County Board of Commissioners for the filling of board vacancies.

ARTICLE II - Duties of the Officers of the Board

Section 1. The chairman of the Board shall preside at all meetings, appoint all committees, authorize calls for any special meetings, and generally perform the duties of the presiding officer.

Section 2. The vice-chairman shall preside in the absence of the

chairman in the event the chairman is indisposed, out of town or otherwise unable to perform the duties of his office.

Section 3. The treasurer shall oversee the receipts and deposits of any gift moneys in the library's account as well as the payment of any bills and the preparation of an itemized monthly statement of funds. The treasurer shall sign checks, and shall see that a report of the state of the library's funds is made at each regional and local Board meeting. Official copies of all financial reports and the treasurer's books shall be kept at the library at all times.

Section 4. The secretary shall keep a true and accurate account of the proceedings of the Board, keep a record of attendance at Board meetings and handle all correspondence related thereto. Official copies of all minutes and correspondence with the Board shall be kept on file in the library at all times. The secretary shall perform such other duties as assigned by the Board.

ARTICLE III - Meetings

Section 1. The regular meeting of the Board shall be held on the second Tuesday in the months of January, April, July, and October at 4:00 p.m. at the library, or such place as designated. [Alternate Proposal: The regular meeting of the Board shall be held on the third Tuesday prior to the Athens Regional Library Board meeting in the months of January, April, July and October at 4:00 p.m. at the library, or such place as designated.] A quorum shall consist of seven (7) members. No official business may be conducted without a quorum. Actions of the Board shall be by majority vote of those members present. Prior to each regular or called meeting, the Secretary shall notify each member of the date, time, and place of the county board meeting. Notice of all meetings shall be posted in the library and sent to new media following approved Open Meeting guidelines.

Section 2. The annual meeting of the Board shall be held at the time of the October meeting.

Section 3. The executive committee shall meet when called by the chairman.

Section 4. Special meetings may be called by the chairman, or upon the written request of three members, for the transaction of business stated in the call for the meeting.

Section 5. Order of Business

- Call to order
- Approval of minutes
- Approval of treasurer's report
- Library director's report
- Committee reports
- Communications

Old business
New business
Adjournment

ARTICLE IV - Library Director

The library director shall be the administrative head of the library and shall be responsible for the administration of the library under the direction and review of the Board. The director shall be responsible for the care of the building, for the employment and direction of a competent staff, for the efficiency of the library's service to the public, for the preparation of all required reports and for the operation of the library under the conditions set forth in the annual budget.

The director shall attend all meetings of the Board except those at which his/her salary shall be discussed or decided, and shall serve as the secretary of the Board.

ARTICLE V - Library Staff

Staff members shall include assistants, both professional and clerical, as needed to provide an effective program of library service. These assistants shall be employed or dismissed by the Board upon the recommendation of the library director.

A personnel handbook stating the policies, working conditions, duties of the staff shall be provided to each staff member.

ARTICLE VI - Audience with the Board

Any staff member, upon following the steps outlined in the Grievance Procedure, may be granted the privileges of an audience with the Board of Trustees and Director to present his or her views, in case of dissatisfaction or malicious charges that might be brought against him, either inside or outside the library organization.

ARTICLE VII - Amending the Bylaws

These bylaws may be amended at any regular meeting of the Board by a two-thirds vote of the membership provided notice is made in writing at least one week prior to the meeting. All amendments to these Bylaws shall be filed with the Division of Public Library Services of the Georgia State Department of Education immediately upon adoption.

Minutes
Athens Regional Library
January 16, 1986

The regular meeting of the Athens Regional Library Board was held Thursday, January 16 at 3:30 p.m. in the auditorium of the Athens library. Present were Mrs. DuPree, Chairman; Mrs. Allen, Mr. Elkins, Miss Hawkins, Mr. Hodgson, Mr. Kellam, Mrs. Neighbors, Miss Powell, Mr. Reines, Mrs. Shields, Mrs. Weeks and Mr. Wilkins from Clarke County; Miss Jenkins, Mrs. Langford and Mrs. Whitehead from Madison County; Mrs. Christopher from Oconee County and Miss Austin, secretary.

Mr. Tom Wilkins, a new member of the Clarke County Board, was welcomed by the Chairman. She conveyed regrets from Mr. David Firor, the other new Clarke County member, that a commitment made some time before his appointment to the board prevented his attending the meeting.

The minutes of the October meeting were approved as distributed by mail.

County reports began with Miss Austin's summary of events at the Athens library since October. She highlighted two programs in the "Sound of the South" series presented by Dr. Ferrol Sams and by Dr. Free and called attention to the Athens Art Association January exhibit of water colors by Jean Flanagan.

There was no report from Franklin County.

Mrs. Langford reported that the Madison County Board is working on a set of by-laws and has begun laying ground work to secure improved facilities.

Mrs. Christopher summarized several successful workshops and programs in the two Oconee County libraries and reported a successful book sale in Watkinsville. The fund drive has raised about 1/3 of the amount needed for the local match for the state construction funds for the addition to the building and plans are underway to complete the fund drive.

There was no report from Oglethorpe County. Miss Austin reported that the Oglethorpe County Chamber of Commerce and one other local organization paid registration fees for three of the "Library Moms" to attend a one-day workshop on storytelling in Atlanta. They joined two staff members for the occasion and felt it was very worthwhile.

In her regional report, Miss Austin noted that the SOLINET terminal was installed on January 15 and training for the first group who will use it is scheduled for January 29 and 30. A meeting is scheduled in Athens for the county branch library managers on February 14 to explain the few changes that will occur in how they receive their catalog cards. At the same meeting plans for the 1986 Summer Reading Club will be discussed.

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January 16, 1986
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One of the library book bags was displayed and offered for sale to board members at \$2.00 (regular price to public, \$2.50). When the entire order of 300 is sold a profit of around \$250 is anticipated. Miss Austin indicated no plans had been made to use the money and she would like it to be available for other public relations activities.

The staff members who attended the biennial conference of the Georgia Library Association in October reported it was an excellent meeting, and Miss Austin expressed her appreciation that arrangements could be made to allow so many to participate.

Her last item to report was that the library accounts for FY 1984 and FY 1985 were audited during December. The State Department of Audits was delayed in getting to the public libraries and had two years to do for all of them. Their written report should be available within 2 to 3 months. The auditors gave us a good oral report.

There was no old business.

The report of the nominating committee was presented by Mrs. Neighbors in the absence of Mr. Austin, chairman. The proposed slate renominated Mrs. DuPree as chairman, Mr. Hodgson as vice chairman, Mr. Austin as treasurer and Miss Austin as secretary to the board. Mr. Reines moved that the nominations be closed and the motion passed. The proposed slate was unanimously elected for a two year period.

The chairman reminded members of the GLA Legislative Luncheon on February 11 in Atlanta and urged as many as possible to attend. There was a short discussion of public library items in the proposed state budget which will be covered in the workshop prior to the luncheon.

The request for approval of out of state travel for three staff members to attend the Public Library Association National Convention in St. Louis in April was granted subject to the availability of budgeted travel funds.

Proposed projects to be funded from the FY 1986 federal appropriation for the Library Services and Construction Act (LSCA Title I) were presented. It was recommended that the basic grant be divided into two projects: first, purchase of a book/ materials security system for the library headquarters in Athens at approximately \$13,000 and second, purchase of a beginning collection of videocassette tapes to be rotated among the branches for circulation to borrowers for home use. Mr. Kellam made the

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motion that the security system project from the basic grant be approved provided the money becomes available. The motion passed.

Miss Powell moved that the project to provide a circulating collection of videotapes be approved if the funds are available. A discussion followed covering what kinds of tapes would be purchased, how the rotating collection would work and its estimated cost. The estimate is \$8,000-\$8,500. The motion passed.

A proposal to be submitted as a competitive project to be funded separately as a competitive and/or development grant was outlined. It is a job information project (exact title to be determined) which will involve the purchase of videotapes and projection equipment and other materials dealing with job interviews, resume preparation, changing jobs, women re-entering the work force, etc. In addition there will be three workshops on these topics which will use resource people from the private business sector as well as from the University of Georgia. Mr. Wilkins moved that the proposal be approved and the motion passed.

As there was no further business the meeting was adjourned at 5:00 p.m.


Roxanna Austin, Secretary

Minutes
Clarke County Library Board
January 16, 1986

The regular meeting of the Clarke County Library Board was held Thursday, January 16, 1986 in the library auditorium in Athens immediately following adjournment of the regional library board at 5:00 p.m. Present were Mrs. DuPree, Chairman, Mrs. Allen, Mr. Elkins, Miss Hawkins, Mr. Hodgson, Mr. Kellam, Mrs. Neighbors, Miss Powell, Dr. Reines, Mrs. Shields, Mrs. Weeks, Mr. Wilkins, and Miss Austin, Secretary to the board. Mr. Al Arseneau, Head of Building and Grounds Maintenance for Clarke County, was also present.

Mrs. DuPree recognized Mr. Arseneau and asked Miss Austin to summarize the circumstances that led to inviting him to the meeting. Miss Austin reviewed the history of the fountain and pointed out that Mr. Howard Benson had been the original donor but was not pleased with the design, etc., and it still had not been resolved at the time of his death. His son, Mr. Ed Benson had asked that the fountains be completed as a memorial to his father.

Mr. Arseneau explained what will be done out of the current budget to improve the grounds, which will include replacing the dead and dying shrubbery across the front of the building and trimming the trees. He would like to have the memorial gas light at the corner of Lumpkin and Dougherty re-lit, estimating the cost at no more than \$3.00 per month. He pointed out that the roof will probably need to be replaced during FY 1987. He has secured some probable figures from one person on replacing the carpet in the reading room but is not satisfied with them. The carpet and the roof will come out of his capital items budget rather than his general maintenance budget.

He reviewed the continuing problems with maintaining the fountains and had thought to recommend that the rings be kept as a sculpture with the pools to be filled in and perhaps a deck of some sort be constructed as a outdoor reading area. After he learned it is a memorial fountain, he had come up with some possibilities for repairing it and planning for better maintenance in the future. Most of the problems stem from the design of the pools with their different levels and the need for a submersible pump to keep the water circulating. Others stem from the fact that concrete needs to be resealed from time to time. Possible costs of putting the fountains back in operating order could run as high as \$9,000 and there would still be continuing maintenance problems. He suggested a contract with a swimming pool company as a possible means of taking care of them.

Several members had questions and there was a good bit of discussion. The consensus was that a committee should make an appointment with Mr. Ed Benson and discuss the problem with him to determine his feelings about any possible alteration to the

memorial to his father. Mrs. DuPree thanked Mr. Arseneau for his efforts and for the information he brought to the board. She appointed Mr. Hodgson and Mr. Kellam to go with her and Miss Austin to discuss the problem with Mr. Benson.

The Chairman raised the question of whether the county library board would like to meet on a separate day from the regional library board because of the increasing length of the meetings and the fact that it is difficult for some of the members to schedule that much time in one afternoon for the meetings. There was discussion and the consensus was that we should try it to see how it works.

Miss Austin advised the board that the additional \$2,000 from the county she reported to the board in October was an error; it had already been figured in the amount given us in July by the finance director's office. She asked that the board rescind its action in October amending the budget, which was done upon the motion of Mr. Hodgson. She then requested approval for using \$1,000 from unbudgeted interest anticipated in FY 1986 for equipment. Mr. Kellam moved that the request be approved and the motion carried.

Mr. Kellam gave an information only report on the request he presented at the October meeting on behalf of the investment club concerning the purchase of certain financial reference services. He recommended that his report to the club be that the library would welcome either or both publications as gifts and that the club take the responsibility for approaching the business community concerning funds for their purchase rather than asking the library board or staff to do so. There was general agreement.

Mrs. DuPree presented the recommendation of the Executive Committee that for this year the library be closed in observance of the Martin Luther King, Jr. holiday on January 20. Miss Powell made the motion that it be approved. There was some discussion of the need to review the schedule of holidays with the objective of keeping the library open on such holidays to the greatest degree possible, probably by using a skeleton staff. It was generally agreed that this will be dealt with in the work of the constitution and by-laws committees and the personnel policies committees as they work to bring the county documents and practices into harmony with the headquarters library. The motion to approve the holiday passed.

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Miss Austin announced the annual book sale for April 10. She requested permission to hold a preview sale on the evening prior to the sale with an admission charge of \$2.00 per person as the price of having first choice of the best items in the sale. Permission was granted by common consent.

The chairman asked Miss Austin to read a letter from John English on behalf of the Athens-Clarke Heritage Foundation requesting the long term loan of some bookcases, chairs and a conference table he learned the board is considering for disposal. The discussion following revealed several reservations about the wisdom of such action, especially without the appraisal which we expect soon. It was agreed that Miss Austin will reply that the board believes it inadvisable to loan the items at this time.

The meeting was adjourned at 6:05 p.m.



Roxanna Austin, Secretary

MINUTES
ATHENS REGIONAL LIBRARY BOARD
April 17, 1986

The Athens Regional Library Board held its regular meeting at 3:30 p.m. at the library in Athens on Thursday, April 17, 1986. Present were: Mrs. DuPree, Mrs. Allen, Mr. Austin, Mr. Eberhardt, Mr. Firor, Miss Hawkins, Mr. Hodgson, Miss Powell, Mr. Reines, Mrs. Shields, Mrs. Weeks, and Mr. Wilkins from Clarke County; Miss Jenkins and Mrs. Langford from Madison County, Mr. Turnbull from Oconee County (late), and Miss Austin, Secretary and Director. There were no representatives from Franklin and Oglethorpe Counties.

Minutes of the January meeting were approved as distributed by mail.

Miss Austin gave the Director's report on regional matters. She highlighted the Georgia Library Association Legislative Day and the Trustee's Award luncheon in Atlanta in February and expressed special appreciation to the seven members of the regional board who attended. She summarized two meetings of state public library directors, one in January and the other in late March. Commenting on legislation from the 1986 Georgia General Assembly which affects public libraries in FY'87, she mentioned funding for construction grants for 22 public library projects, including the addition to the Oconee County building in our region. Only the construction funds were approved. The amounts included in the applications for furnishings and equipment were factored out with solemn promises to the Department of Education that they would be included in the FY'87 supplemental budget in January of 1987. She urged each board member to stay in touch with the legislators in our delegation to remind them of this promise when the General Assembly meets again. Grants for materials were increased by 2 cents per capita and for Maintenance and Operation (M & O) by 2.75 cents per capita. Only half of the increase requested for the 13 Talking Book Centers was granted, so the distribution formula for those centers will not be fully funded for FY 1987, although it will be improved somewhat.

Changes in the manner of distributing grant funds to the libraries were explained at the March meeting of the directors. These are the result of certain procedural changes at the Department of Education required under the Quality Basic Education act (QBE). The chief effect on local libraries will be a reduction in the amount of interest the materials funds will earn, since they will be distributed quarterly upon requisitions rather than annually when applications are approved, and an increased amount of paper work in preparing monthly and/or quarterly requisitions and reports.

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April 17, 1986

Miss Austin thanked the Board for approving attendance at the Public Library Association conference in St. Louis for her, Mrs. Ames and Miss Taylor and reported that it was an excellent meeting and well worth their while.

She reported that there has been no report yet on the status of the library's proposals for grants from the federal LSCA funds for FY 1986. She anticipates no problem with approval of the proposal for the purchase of a security system and the establishment of a circulating collection of videocassettes from the basic grant, but will have to wait until decisions are made on the competitive proposal for the job/career information project which includes funds for some video projection equipment. This is expected almost any day. The SOLINET project, our FY 1986 LSCA project, is beginning to show results since getting underway in January.

Mrs. Langford reported for Madison County that they have been working on revising the constitution and bylaws of that library board and have approved a budget request to present to their funding agencies.

As no other counties were represented, Miss Austin announced that the paper work required for the transfer of property between the State Department of Transportation and Oconee County is now being completed and the Board of Commissioners has given the Library approximately 100 feet more to expand the lot so that the addition to the building can be more attractive and designed to be more efficiently operated.

Reporting for Clarke County, she displayed the medal awarded the Library by the Community Relations Division of Clarke County Government at its annual awards banquet citing the library's "significant contribution to the cultural life of Clarke County." She also reported receipts of \$1206.00 from the book sale and the feeling that the preview on Wednesday evening with a donation requested was successful. She then announced the gift of a second "Dial-A-Story" unit from the Athens Rotary Club West. It is awaiting installation on a "roll-over" number to cut down the number of busy signals children receive when they dial that number.

Mr. Turnbull arrived during this report and Mrs. DuPree welcomed him and asked for a report. He reported the fund raising for the addition to the building is 2/3 complete, with the full amount expected to be in hand by July 1, and that the surveyor was at work today to run the line for the library property.

For the Constitution and Bylaws Committee, Miss Powell reported that the draft of the proposed revision of the constitution and bylaws for the Athens Regional Library system has been completed and is ready for distribution. She and Mrs. DuPree urged members to read it and be ready to vote on it at the July meeting. She reported further that Mr. Forsee, of the Division of Public Library Services in Atlanta, has said that the deadline of July 1 will be extended if the library shows evidence of progress toward revising its documents.

Mrs. DuPree asked the director to comment on the third quarter budget report which had been distributed. She noted that all receipts are coming in as scheduled, and that the non-public receipts will be greater than anticipated. However, there are some expenditures which have been greater than anticipated. It appears certain that there will be sufficient current income to cover them. Some shifting of funds between items will be needed and additional funds will be needed to cover two travel items which were not budgeted. After some discussion Mr. Hodgson moved that the director be empowered to shift the funds and to use the unbudgeted income needed to cover what is required for the budget items which ran over the amount anticipated as well as the travel. The motion passed.

Under new business, the Chairman informed the Board that a formal authorization is needed for the Oconee County Board to maintain an account to hold funds for the library building, and said that according to Mr. Forsee it is better to name it "library development account" or some term other than construction account. This action is needed because of a technicality in the interpretation of the regulations governing the deposit and use of grant funds for construction. Mr. Eberhardt made the motion that the Oconee County Library Board be formally authorized to maintain an account to hold the building funds they raise until they are needed for the construction project or until it is advertised for bids. The motion passed unanimously.

The Director presented a request to amend the budget for the FY 1985 LSCA budget for the SOLINET project. After she briefly explained the federal Library Services and Construction Act (LSCA) for the benefit of the new board members, Mr. Hodgson made the motion that the proposed amendments be approved and it passed unanimously.

Mrs. DuPree announced that three letters have been sent on behalf of the Regional Library Board: to Mrs. Mell Wells of the Oconee Library Board, a letter of sympathy in the death of her husband; to Mrs. Lester Langley, former chairman of the Oconee

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Athens Regional Library Board
April 17, 1986

County Library Board, a letter of concern and good wishes following the automobile accident in which her husband and son were injured; and to Mrs. Albert D. Sams, a letter expressing sympathy in the death of her husband, a former member of the Clarke County Library Board.

She called attention to the chart at each member's place showing a 5-year projection of space needs for the libraries in the region and asked the Director to comment on it. Miss Austin explained that it was requested by the State with a return date too soon to permit involving the boards in the projections, and was based on the state projections of population through the year 1995 and accepted formulas for projecting the amount of space needed and calculating the approximate costs for providing it. One use to be made of the information is to work with the state budget office to reassure them that the requests for appropriations for construction will not continue to increase at the rate they did for FY 1987 but will flatten out for a year or so and then go down as some of the more pressing needs are met. The chart was presented as information for board members to use in local planning. The figures are not binding and are subject to change.

As new business, Miss Austin requested approval for declaring May 19-26 "Fine Free Week" throughout the system in an effort to secure the return of several long overdue books. On the motion of Miss Powell it was approved by common consent.

The FY 1987 proposed budget was presented by the Director for formal approval by the board after it was approved by the Executive Committee in February to accompany the Clarke County budget request. Following a lengthy discussion period Mr. Hodgson moved that the proposed budget be approved and the motion passed.

Miss Austin then presented the matter of the amount for which the blanket honesty bond should be set. The agency which handles it for the regional board has had to place it with a different company. They have recommended that the \$50,000 amount be reduced because of the low loss experience for public libraries. Georgia law requires the Board to set the amount for which the Treasurer will be bonded or the amount of a blanket honesty bond. Mr. Firor moved that the amount of the blanket honesty bond be set at \$25,000.00 and the motion passed unanimously.

The chairman called for action on two offers of gift collections. The first was a gift of French language books owned by the local Alliance Francais, about 50 volumes of contemporary French literature. Miss Austin said that the library has fairly

frequent requests for such material but does not purchase it because of budget constraints. She recommended that the Board accept the gift. Mrs. Weeks moved that the Board accept it. In the discussion following attention was called to the current lack of shelf space in that area and the effect acceptance of the gift might have. The motion passed with Mr. Firor on record as opposing it.

The second gift offered was the drama loan collection now owned by and housed at the Center for Continuing Education. It is used by teachers in schools throughout the state and by community theatre groups needing reading copies of plays to determine whether they wish to produce the play. The approximately 6 publishers of plays in this form keep it up to date by contributing copies of new plays as they are published and requested by the library. Miss Austin recommended that the library accept the collection and continue to lend it with the imposition of a handling fee large enough to cover the costs of mailing, probably \$3.00. After discussion clarifying who would be eligible to use it and the fact that it is a unique collection, Mrs. Weeks and Mrs. Allen moved that the library accept the gift and approve the recommended handling fee. The motion passed.

As the final item of business, Mrs. DuPree read a letter from Miss Austin advising the Board that she wishes to retire effective October 1986. (Copy attached). On behalf of the Board Mrs. DuPree expressed regret that Miss Austin will be leaving and offered good wishes as she pursues her plans upon her retirement. She announced that a Search Committee will be appointed to recommend a successor to fill the position and that the Board will be kept informed.

The meeting was adjourned at 5:40 p.m.



Roxanna Austin, Secretary

ATHENS REGIONAL LIBRARY

120 West Dougherty Street
ATHENS, GEORGIA 30601

Headquarters
CLARKE COUNTY LIBRARY

April 17, 1986

ROXANNA AUSTIN, DIRECTOR
(404) 354-2620

Mrs. LaGrange T. DuPree, Chairman
Athens Regional Library Board
120 W. Dougherty Street
Athens, Georgia 30601

Dear Mrs. DuPree:

It is with somewhat mixed feelings that I write this letter. However, I have given the matter a great deal of thought for some months and I believe it to be in both my best interest and that of the Library for me to write it now.

In June of 1986 I will complete ten years as Director of the Athens Regional Library. I will also have completed forty-seven years of work with schools and public libraries in various capacities, forty of them in Georgia and seven in Florida. In addition, I will be sixty-seven years old in June. I have found enormous satisfaction in the work I have done for all of those years, but I believe that it is now time for me to retire.

This, then, is to tell you that I would like to retire effective October 1, 1986. That should allow me time to get some of our current projects in condition to turn over to someone else and should allow the Board time to choose a new Director for the library system.

The ten years I have been in Athens have been particularly satisfying for me, both personally and professionally. I have enjoyed my work here, and I consider myself fortunate to be able to retire from a position in which I have had opportunities to do so many of the things I wanted to in library work. The members of the Library Board, for the most part, have made this possible. I shall always be grateful for your continued support and guidance as we have worked together.

Sincerely,

Roxanna Austin

Roxanna Austin
Director

RA:a

MINUTES
CLARKE COUNTY LIBRARY BOARD
April 17, 1986

The Clarke County Library Board was called to order by the Chairman immediately following adjournment of the regional board meeting at 5:40 p.m. on Thursday, April 17, 1986 at the library auditorium. Present were: Mrs. DuPree, Chairman, Mrs. Allen, Mr. Austin, Mr. Eberhardt, Mr. Firor, Miss Hawkins, Mr. Hodgson, Miss Powell, Mr. Reines, Mrs. Shields, Mrs. Weeks, Mr. Wilkins and Miss Austin, Secretary.

Mrs. DuPree welcomed Mr. Firor to his first meeting with the Board.

The minutes of the January meeting were approved as distributed by mail.

The Library Director gave a brief report covering three items: the excellent publicity about the award from the Division of Community Affairs, a letter from Mr. Charles Rowland responding to inquiries about some old furnishings, and the status of the study of library services and needs in Clarke County. On the last item she reported that Cecil Beach has called to say that he will not be able to do the study as he had agreed.

Mrs. Weeks reported that the Committee to revise the Clarke County Library Constitution and Bylaws has mailed its recommendation to the members of the Board. She urged them to read it and be prepared to vote on it in July.

As old business, Mrs. DuPree asked for discussion and action on the matter of the library study. Mr. Kellam moved that in light of the director's decision to retire the study be postponed. The motion passed and Miss Austin was asked to write to advise Mr. Beach of the Board's decision.

The matter of repairs to the memorial fountains was discussed. Mr. Arseneau has secured additional figures and now believes that repairs can be made for around \$3000 or \$4000. The consensus was that he should move ahead with the repairs and have the fountains operating again as soon as possible.

The letter from Mr. Rowland will be referred to a committee to make recommendations to the Board.

Under new business, Mr. DuPree asked for ratification of the Clarke County budget request for FY 1987. Mr. Firor moved that it be approved and the motion passed.

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Miss Austin requested permission to sell, either to staff members or to a junk dealer, 4 manual typewriters that are 35-50 years old, and 2 adding machines, one manually operated that is at least 50 years old and the other a 12 year old electric calculator that needs major repairs. Expressing some doubts that anyone would want to buy them, by common consent the board granted permission to sell them.

Because of the late hour it was agreed to postpone discussion of the organization of a Friends of the Library Group.

The meeting was adjourned at 6:10 p.m.



Roxanna Austin, Secretary

MINUTES
ATHENS REGIONAL LIBRARY BOARD
July 17, 1986

The regular meeting of the Athens Regional Library Board was held Thursday afternoon, July 17, 1986 at 3:30 in the library auditorium in Athens. Present were Mrs. DuPree, Chairman, Mrs. Allen, Mr. Austin, Mr. Eberhardt, Mr. Elkins, Mr. Firor, Miss Hawkins, Mr. Kellam, Mrs. Neighbors, Miss Powell and Mrs. Weeks from Clarke County; Mrs. Vandiver from Franklin County; Mrs. Whitehead and Miss Jenkins from Madison County; Mrs. Christopher from Oconee County; Mrs. Callaway from Oglethorpe County and Miss Austin, Secretary to the Board.

Minutes of the April meeting were approved as distributed by mail.

The Chairman called for reports from the counties. For Clarke County Miss Austin highlighted the last two programs in the GEH funded "Sound of the South" series, the increased enrollment in the vacation reading club, and a sharp increase in voter registration during late June and early July.

Mrs. Vandiver reported special programs in two Franklin County libraries, the Ty Cobb exhibit running through the summer at the Royston library and an exhibit of art work from the high school shown at the Lavonia library. Royston has also received a gift of 27 books from a former resident of the town which is now being processed. At its regular meeting earlier in July, the county library board heard reports that its FY 87 budget request will be funded by its supporting agencies.

For Madison County Miss Jenkins announced the adoption of its revised constitution and bylaws at a called meeting in May. It provides for two additional members. Names were agreed upon to recommend to the appointing agencies. While a quorum was not present for the July meeting, a useful discussion among those there dealt with current surveys and planning for the county's growth and the place of the library in those plans. She noted that the deposit station in Colbert will reopen in August with volunteers in charge.

Mrs. Christopher, from Oconee County, called attention to the increased number of families registering to use the Watkinsville library and to the number of older children who are in the summer reading club this year. The Bogart branch manager has planned a number of special activities there for the summer which sparked increased enrollment in the reading club. She reported that the Board has virtually reached its goal of raising \$60,000 as its matching share for the state construction grant for the addition to the Watkinsville library but it expects to continue its efforts to be able to provide for contingencies or perhaps add some "extras." The tentative schedule calls for advertising for bids in August.

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Athens Regional Library Board
July 17, 1986

For Oglethorpe County Mrs. Callaway announced excellent cooperation from both the Oglethorpe County Board of Commissioners and the Board of Education in funding their budget request for FY 87. A new project they are proud of is a regular weekly children's story hour for which the Board of Education is providing the additional funding required. This is an outgrowth of the "Library Moms" volunteer activity during the past 18 months.

In her Director's report Miss Austin announced that all three proposals submitted for FY 87 federal grants (LSCA Title I) have been approved and the money was received in June. The CheckPoint Security system for Athens has been ordered and received, along with the requisite supplies. Three middle school students and one high school student, children of staff members, were hired as temporary helpers to attach the labels to selected items. Video equipment has been ordered and the staff is working on selecting video tapes for purchase for the other two projects.

Fine free week in May was moderately successful, perhaps more so in the branches than at headquarters.

The Drama Loan Collection donated to the library by the University of Georgia Center for Continuing Education is almost ready for use. Former users have been notified of the change and several have already re-registered. The temporary student helpers have assisted with processing these books.

Staff news included the retirement in September of Athens circulation and workroom supervisor Jean Hargrove after 15 years. By common consent the Board agreed to send a resolution of appreciation for her service. Miss Austin announced that Julie Watson, of Winterville was employed as a temporary summer assistant to help with activities in the branches. Applications for the Extension position have been screened and an appointment is expected soon.

Work continued on refining plans for the Oconee County building project. These were approved by the state consultant and now await approval by the State Fire Marshall's office. Any delay here may postpone advertising bids.

The Clarke County League of Women Voters has provided a videotape of an interview with candidates for selected contested state offices in the August primary election. It will be broadcast by WSB-TV (Channel 2) and the League wishes to make it widely available through libraries in the state. The consensus was that we should provide it as a service to individuals or groups who wish to use it.

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Miss Austin announced that Athens radio station WGAU and the Clarke County League of Women Voters will sponsor two forums at the library featuring candidates in the August primary election. The first, August 4, will feature candidates for the Georgia House of Representatives. Allan Poole will moderate and the program will be broadcast by WGAU. She invited members to attend.

She called attention to the fact that no budget matter appears on the agenda because appropriations have not yet been set by the Clarke County Board of Education and the Oconee County Board did not get the increase it requested from one agency. The application for state funds will go in with a proposed budget and the actual approved budget will follow in October when the actual figures are available and the necessary adjustments can be approved by the regional board.

Under old business the Chairman asked Miss Powell to present the proposed revised constitution and bylaws for the Athens Regional Library for ratification. These had been distributed to each member prior to the April meeting as required. Mr. Firor moved that the document not be read to the group. After several seconds the motion carried. Miss Powell explained that most of the changes were required by provisions of the 1984 revisions in the state Public Library Law. The committee, made up of representatives from each county library board had met many times to study and revise the existing constitution. A draft of their proposal was sent to the Director of the State Division of Public Library Service for his advice and comments and he made few suggestions for changes. These were incorporated in the final draft sent each member. The major change is the reduction in the size of the regional library board with each county library Board appointing representatives to it for specified terms instead of having all its members serve on the regional board.

Mr. Firor moved the adoption of the proposed revised constitution and bylaws for the regional library. The motion was seconded and in the discussion that followed two editorial amendments to clarify language were accepted by common consent. The amended motion to adopt the revised constitution passed unanimously.

Mrs. DuPree expressed the Board's gratitude for the careful and hard work of the committee.

In the absence of Mr. Hodgson, Chairman of the Search Committee to recommend a new Director to succeed Miss Austin when she retires, Mrs. DuPree summarized the Committee's work to date. The position was advertised in two national professional publications and notices were sent to all ALA-accredited library schools

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in the southeast, the University of Georgia Library, the state public library agency and each public library system in the state. The Search Committee invited Mr. Forsee, Director of the Division of Public Library Services of the State Department of Education, to meet with them to advise with them on procedure. They feel he has been very helpful and he will continue to meet with the Committee. Well over 30 applications from throughout the nation have been received and the Committee is now screening these to select a few to be invited for interviews. Mr. Kellam pointed out that it will probably be necessary to ask the Clarke County Commissioners for additional money to supplement the state salary as the present supplement is quite low compared to others in the state in systems comparable to ours.

As new business, Mrs. DuPree brought up the matter of authorizing expenditures to reimburse candidates for travel expenses for interviews and to assist the one chosen with moving expenses. Miss Austin reported that she could identify up to \$5,000 which could be drawn from the operating reserve built up from interest on library funds, unbudgeted fines, etc. for this purpose. There was a discussion in which the need for reimbursement was examined and it was agreed that the amount would be kept lower than this if at all possible. Mr. Eberhardt moved that the Board authorize the Search Committee to use funds identified by the Director as available for this purpose to reimburse travel expenses of candidates invited for interviews and to assist the person named as the new director with moving expenses up to an amount to be determined by the Committee. Several members seconded and the motion carried.

Mrs. DuPree appointed Mrs. Weeks (Chairman), Mrs. Allen, Mrs. Vandiver and Mrs. Shields to a committee to work with a staff committee to plan a dinner in honor of the retiring director. She announced that the date for Miss Austin's retirement has been moved to November 1, 1986 instead of October 1.

Mrs. Christopher requested approval by the Board for the Oconee County Library Board to use the library auditorium for a book sale in October to benefit the Watkinsville library's construction fund. This was granted by common consent and Miss Austin and Mrs. Christopher will find a mutually acceptable date.

The meeting was adjourned at 4:50 p.m.

Roxanna Austin

Roxanna Austin, Secretary

MINUTES
CLARKE COUNTY LIBRARY BOARD
July 17, 1986

The regular meeting of the Clarke County Library Board was called to order at 4:55 p.m. Thursday, July 17, 1986 immediately following adjournment of the Athens Regional Library Board meeting. Present were Mrs. DuPree, Chairman, Mr. Eberhardt, Mr. Elkins, Mr. Firor, Miss Hawkins, Mr. Kellam, Mrs. Neighbors, Miss Powell, Mrs. Weeks, Mr. Wilkins and Miss Austin, Secretary.

By common consent the minutes of the April meeting were approved as distributed by mail.

The Director gave a brief report on activities in Clarke County, concentrating on her appearance with the Chairman and Vice Chairman before the Clarke County Board of Commissioners in July to defend the budget request. She reminded the group that the Commission adopted the same budget as that for FY'86 in June, with the agreement that it would be amended later. The amended budget will not be acted on until later this month or early August but the administrator did not recommend any increase for the library. She noted that needed fountain repairs and carpet replacement have been placed on hold pending final budget approval and appointment of a new head of Building and Grounds Maintenance Department to succeed Mr. Arseneau.

The chief item of old business was ratification of the revised constitution and bylaws of the Clarke County Library Board. Mrs. Weeks presented the report of the committee and did not read the document, calling attention to the major changes since copies of the proposed document had been sent to each member. By common consent it was agreed that the term "Director" in Article I of the bylaws should be changed to "Head of the library" to avoid confusion or conflict with the regional library constitution. Mrs. Weeks moved the adoption of the revised constitution and bylaws. There were several seconds, and the motion carried unanimously. Mrs. DuPree expressed the Board's appreciation for the time and effort as well as the good results of the work of the Committee.

Mr. Firor asked if the study of library services approved for FY 86 had been dropped. Mrs. DuPree explained that Mr. Beach advised the Board that he would not be able to do the study as agreed at about the time Miss Austin decided upon retirement, so it was agreed in April that the study be postponed until after a new Director is named. There was general agreement that it is still needed and should be begun as soon as possible after the new Director comes.

Under new business Mrs. DuPree announced that Mrs. Verna Chafin has offered the library a painting done by her son. Miss Powell moved that it be accepted and the motion passed by common consent.

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The chairman asked Mr. Wilkins to report on his attendance at the national meeting of Friends of Library, USA (FOLUSA) held in conjunction with the annual conference of the American Library Association in New York at the end of June and beginning of July. He was in New York on business and attended because of his interest in organizing such a group here. He was enthusiastic about what such a local group might do to support the Clarke County Library, both in its securing funding from the Commissioners and in fund-raising from private sources as well as in promoting the library and its services. It was agreed that he will secure additional information about state Friends groups in Georgia and report further to the Board.

The meeting was adjourned at 5:35 p.m.



Roxanna Austin, Secretary

WHEREAS, Jean Hargrove has served as a member of the Athens Regional Library staff for 15 years, moving from part-time clerk to workroom and circulation supervisor, and

WHEREAS, during that time she has rendered efficient service not only in those capacities but also in any other duties she undertook accepting new responsibilities and challenges with enthusiasm and willingness to solve problems, and

WHEREAS, she has always done her work in a cheerful, helpful, gracious and courteous manner setting high standards for the students she trained each year as well as a worthy example for them to follow,

NOW, THEREFORE, BE IT RESOLVED that we, the Board of Trustees of the Athens Regional Library, do hereby express our sincere appreciation to Jean Hargrove for her many contributions to the Library, and that we wish her happiness now as she retires from its service and in all her future endeavors; and it is further

RESOLVED, that this resolution be spread on the minutes of this meeting, be published in the next issue of the Library's newsletter, and a copy be given to Mrs. Hargrove.

LaGrange T. DuPree, Chairman
Athens Regional Library Board

July 17, 1986

MINUTES
ATHENS REGIONAL LIBRARY BOARD
September 10, 1986

A called meeting of the Athens Regional Library Board was held in the auditorium of the Athens Regional Library on Wednesday, September 10, 1986, at 4:00 p.m. Present were: Mrs. DuPree, Chairman, Mrs. Allen, Mr. Elkins, Mr. Firor, Miss Hawkins, Mr. Hodgson, Mr. Kellam, Mrs. Neighbors, Miss Powell, Mr. Reines, Mrs. Weeks, and Mr. Wilkins from Clarke County; Miss Jenkins and Mrs. Langford from Madison County; Mrs. Christopher and Mr. Turnbull from Oconee County; Mrs. Callaway, Mr. Hughes and Mrs. Johnson from Oglethorpe County, and Miss Austin, Secretary. No representative from Franklin County was present.

Mrs. DuPree called the meeting to order and stated its purpose: to receive the recommendation of the Search Committee for the appointment of a new director to succeed Miss Austin upon her retirement.

Mr. Hodgson, Chairman, summarized the work of the Committee, explaining the procedure it followed in advertising the vacancy, establishing criteria for candidates, screening applications, choosing candidates for interviews and making the final selection. He presented the Committee's nomination of Mrs. Kathryn Ames for appointment as the new director and moved that the Search Committee be authorized to negotiate salary and related items with her.

The motion was seconded by Wayne Turnbull and several others and carried unanimously.

Mrs. DuPree commented on how much members of the committee have learned through the process. Mr. Turnbull expressed the Board's thanks to the members of the Search Committee for their efforts.

Mrs. Weeks announced that invitations will go out soon for the dinner in honor of Miss Austin upon her retirement. It will be held on October 30 at the Georgia Center for Continuing Education.

The meeting was adjourned at 4:28 p.m.



Roxanna Austin, Secretary

MINUTES
CLARKE COUNTY LIBRARY BOARD
October 14, 1986

The Clarke County Library Board held its regular meeting at the Athens Regional Library on October 14, 1986 at 4:00 p.m. with the following present: Mrs. DuPree, Chairman; Mr. Austin, Miss Hawkins, Mr. Kellam, Mrs. Neighbors, Dr. Reines, Mrs. Shields, Mrs. Weeks, Mr. Wilkins and Miss Austin, Secretary.

Minutes of the July meeting were approved as distributed by mail.

In the Director's report Miss Austin told the Board that the amount finally appropriated by the Clarke County Board of Commissioners in its FY 87 budget is \$283,181.00, which has been planned for in the revised budget to be acted on later. She expressed her appreciation to the Executive Committee for their work with her in presenting the library's needs and in meeting to work on revising the Clarke County and regional budgets when the final amounts appropriated were known.

She reported that the County maintenance department has contracted with someone to repair the fountains and actual work has begun, and they say it should be finished within two or three weeks. The grounds crew has done some cleaning up in the fragrance garden, and has said that the new shrubbery across the front of the building which died because of the extreme heat during the summer will be replaced later in the fall. No action has been taken on repairing the carpet.

She called attention to the completed installation of the security system, since the alarm had been set off when two or three of the board entered the building, and noted that it had already enabled the staff to recover four non-circulating reference volumes which were being sneaked out with a probable saving of \$150 to \$200. Reporting on projects funded with federal grants she gave an example of a special service our membership in SOLINET provides. The computer enabled us to locate and order photocopies of articles in highly specialized journals for a local law firm which handles several industrial safety and health cases. "Next Day" mailing of copies, once they have been located and ordered, involves a surcharge which the firm gladly paid. Cost of the copies and the surcharge was \$148.

Recent activities and programs included two forums for political candidates sponsored by the League of Women Voters of Athens and broadcast by radio station WGAU. Candidates for county offices appeared on the first, and those for the General Assembly of Georgia on the second, which had a much larger attendance. The library continues to be popular as a voter registration site, with 299 persons being registered in the period from July 1 through October 13, 1986. A summary of use of the library auditorium showed 55 library sponsored programs during that period, 6 programs presented by library personnel here for other

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groups, and 61 meetings of community groups or programs presented by those groups.

Miss Austin then reported on the fall meeting of the directors of public library systems which was held in September and attended by her and Mrs. Ames. They received information about changes in the method of requisitioning state grant funds, various suggestions to facilitate state audits, and information about the Department of Education budget request to the state legislature for FY 1988 for public libraries. These are summarized on a separate sheet. Other information included the plans for providing each library system headquarters with computer hardware and software to enable it to participate in the education information computer network and to comply with the uniform reporting and accounting procedures required by the Quality Basic Education law. The Georgia Council of Public Libraries met one evening during that conference. Plans were announced for the annual legislative luncheon in February and for participation in the ALA legislative day in Washington in April.

Mrs. DuPree announced two workshops to which trustees are invited, one on Friday of this week during the Southeastern Library Association meeting, and another on Saturday, November 8. The November meeting is sponsored by the Division of Public Library Services and the Georgia Library Association and will deal with communication skills. It will be led by Arch Lustberg and three persons from each system may attend. Mrs. Ames will attend and a representative from this board will be welcome.

The Chairman asked Mr. Wilkins to present the report on Friends of the Library organizations which was postponed at the July meeting. Mr. Wilkins had done a great deal of investigation of such groups in the state and has met with Dr. Venable Lawson, of the Emory University library school, who represents the Georgia Friends groups at the national level. Mr. Wilkins outlined the activities such a group might undertake to strengthen the Clarke County Library and pointed out its advantages and the few negative effects that could possibly develop. He said that most of the groups are effective in doing things to build community support for the library or to do things the library cannot do from public funds. He distributed copies of a sample constitution and bylaws for such an organization, which prompted discussion and several suggested points for change or inclusion in a tentative constitution for a local group. Dr. Reines moved that the Board sponsor the establishment of a Friends of the Clarke County Library group. There were several seconds, and the Board agreed to proceed with drafting a tentative constitution and authorized a call for a meeting to organize the group. Mr.

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Wilkins will work with the library director to publicize the meeting. Mrs. DuPree will appoint a committee to complete the draft of the tentative constitution for their consideration.

The Chairman then presented the revised FY 1987 budget for the Clarke County Library for ratification. Miss Austin explained how it differed from the tentative budget approved in April, and that it basically continues our operation at the same level as FY 1986. After questions, Dr. Reines moved that the budget be approved and the motion carried.

Mrs. DuPree noted that the terms of three board members expire in December. She reminded the group that under the new constitution Miss Hawkins and Mrs. Neighbors are not eligible for reappointment, as they have served two or more consecutive terms and that Mr. Elkins was serving an unexpired term. She named Mr. Eberhardt and Mr. Firor to serve with her as a committee to recommend names to the Clarke County Board of Commissioners for appointment to these posts and asked board members to contact them if they have suggestions.

The following were named to represent Clarke County on the Athens Regional Library Board: Mrs. DuPree, Mr. Hodgson, Mr. Austin and one other to be named later.

To expedite entering into a contract with a consultant for the authorized study of the Clarke County Library the Board approved requesting the Regional Library Board to authorize the Executive Committee of the local board to sign a contract with a consultant when it is appropriate. This will be done as soon as an acceptable consultant can be found.

At the Director's request the matter of whether or not the library should be closed in observance of Dr. Martin Luther King Jr.'s birthday in January was discussed so that plans could be made in advance for such a closing. Mr. Austin moved that the library be closed for the national holiday in 1987 and that the Board reconsider whether it should be a permanent holiday after that. The motion carried.

Mrs. DuPree thanked Mrs. Neighbors and Miss Hawkins for their service on the library board.

The meeting was adjourned at 5:15 p.m.


Roxanna Austin, Secretary

MINUTES
ATHENS REGIONAL LIBRARY BOARD
October 16, 1986

The Athens Regional Library Board held its regular meeting at 4:00 p.m. on Thursday, October 16 in the library auditorium in Athens. Those present were Mrs. DuPree and Mr. Hodgson from Clarke County; Mrs. Carithers, Mrs. Graham and Mrs. Langford from Madison County; Mr. Turnbull from Oconee County; Miss Austin, Secretary and Mrs. Ames, Assistant Director. The chairman noted the lack of a quorum. By common consent it was agreed that the meeting would proceed and the actions taken be ratified by a mail vote.

The minutes of the July meeting and the called meeting in September were approved as distributed by mail.

As this was the first regional board meeting to be held under the new constitution and bylaws Mrs. DuPree reviewed the provisions covering the make up of the Board. She reviewed the agenda and asked Miss Austin to report on activities in Clarke County. Miss Austin summarized outstanding programs and activities, highlighting completion of the installation of the security system in the Athens library in early September and its early demonstration of its effectiveness in cutting down book theft. She described the two League of Women Voters forums for candidates broadcast from the library auditorium. The first was for candidates for county offices; the second, and the best attended, was for candidates for the state legislature. The library continues to be a popular and convenient voter registration site, with the 12 staff members who are sworn deputy registrars registering 300 people since July 1.

She noted the celebration at the end of the summer reading club, a morning party at Bishop Park with popcorn and soft drinks (both donated) and the bicycle safety rodeo featuring Sgt. Joe Walters of the Athens Police Department, which has become a tradition at the celebration.

Examples of programs presented by community organizations in the library auditorium were given including the Arthritis Foundation seminar, a six-session free workshop sponsored by the American Cancer Society called "I Can Cope", a communications workshop sponsored by the Junior League of Athens, and a workshop on publicity for non-profit organizations presented by the Clarke County Department of Community Relations.

Miss Austin commented on the turnover in local staff and said vacancies are being filled as rapidly as possible.

Before proceeding to other county reports, Mrs. DuPree offered an idea for the group to think about if assuring a quorum becomes a problem. She suggested that representation of a major-

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ity of the five counties in the system might possibly constitute a quorum, but pointed out that this would require amending the constitution. In response to Mrs. Langford's question she assured members that any local board members are welcome to attend the regional meeting, and are urged to do so. Her point was that only the official representatives from the local boards may vote or be counted toward the quorum.

Mrs. DuPree welcomed Mrs. Ames to the meeting and announced that she has accepted the Board's offer to become Director of the Athens Regional Library on November 1.

Mrs. Langford reported for Madison County. She noted a continued increase in circulation from the Danielsville headquarters and said that the board has begun looking into plans for additional space for it.

Mr. Turnbull reported for Oconee County concentrating on development in the building project for the addition to the Watkinsville library. Bids will be opened on October 21, and a pre-bid conference with the architect indicated more than half a dozen construction firms expect to submit bids. The sale of books donated by the Baker and Taylor Company earlier in October netted over \$2,700 and they expect to realize \$3,000 for the library building fund when all are sold. He expressed the Oconee County Board's appreciation for the use of the Athens library auditorium for the first day of the book sale. Mr. Turnbull noted that they are continuing to meet with the Oconee County Board of Education on their financial contribution. The Board is working to improve financing as the building and services are expanded.

Because no representatives from Franklin or Oglethorpe Counties were present Mrs. DuPree asked Miss Austin for brief reports in those counties. She noted that the newly elected Franklin County Board Chairman, Mrs. Weldon, has found it necessary to resign from that Board and her successor has not yet been named. For Oglethorpe County she noted that the weekly story hour, funded for FY 87 by an additional appropriation from the Oglethorpe County Board of Education, is off to a good start. This is an outgrowth of a volunteer program carried out by the "Library Moms" to demonstrate its value.

In the Director's regional report Miss Austin called attention to a small increase in participation in the Vacation Reading Club throughout the system, with a total of 2372 children participating and 1547 receiving certificates for reading 10 or more books.

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Reporting on the status of the federally funded projects, she announced that the FY'85 grant, covering the purchase of equipment, initial membership, 2 years' annual membership and one year of monthly charges for SOLINET, has been completed. The FY'86 projects funded from the basic grant are the security system for the Athens library and the circulating videocassette project which are both essentially complete. The security system is in operation; the tapes have been ordered; most have been received and are being processed. A proposed policy covering use of the videotapes will be presented for approval as new business.

The competition grant from FY 86 federal funds is on schedule. The equipment, most of the videotapes and books have been ordered for the job and career information project. About two thirds of it has been received and is ready to be processed. Plans for the workshop which will be held during the winter are expected to be complete after the first of the year.

Miss Austin reported that all state grant applications were sent in on time and have been approved. Receipt of state grant funds has been delayed, basically because of changes in methods of requisitioning and disbursing funds under the state Quality Basic Education law and the difference in applying them to libraries rather than school systems. The first quarter funds and those for the month of October have now been received and no more difficulties are anticipated at the state level.

The Director reported that she and Mrs. Ames attended the fall meeting of public library directors held at Unicoi State Park in September. They heard Doug Bachtell, rural sociologist with the Agricultural Extension Service of the University of Georgia, speak on demographic trends and their implications for libraries. Other sessions dealt with the mechanics for improving requisitions for grant funds, financial records, and suggestions for making state audits easier. Plans for integrating public library system headquarters into the state educational computer information network in FY'88 were outlined. The Uncle Remus Library in Madison is now in a pilot program which will be extended to other systems. The state will provide the necessary computer hardware and software, and will pay for certain items needed to accommodate them. The library directors were informed as to the amounts of the grants to public libraries included in the State Department of Education budget request now before the Governor for submission to the General Assembly in January. Details are on a separate sheet. Another legislative concern is the State Board for the certification of Librarians which will be reviewed under the "sunset" law for continuation. Mr. Forsee would like to see it continued since it administers the certification which is required by the public library law.

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Announcements of two meetings to which Board members are invited were made. One is the Trustees Section of the Southeastern Library Association now meeting in Atlanta which has its session on Friday, October 17; the other is a communications workshop sponsored by the Division of Public Library Services and GLA on Saturday, November 8 to which each system may send 3 persons. Mrs. Ames will go, she would like a member of this Board to go also.

Under old business the Chairman asked the Board to approve the revised system budget for FY 1987. The Executive Board had approved this in August when the final appropriation for two of our supporting agencies were known. Miss Austin reviewed it briefly, responded to questions, and Mr. Hodgson moved that the revised budget be approved. The motion carried.

There was a brief discussion of the quarterly budget report. Miss Austin explained the schedule by which the county agencies pay their amounts into the regional treasury.

Under new business the following items were considered:

1) Amendment of the SOLINET (federal funds FY 85) Budget: To meet requirements which prohibit carrying federal grant funds into a third federal fiscal year, Miss Austin requested approval of shifting funds not yet expended as of September 30 to reimburse the library for salaries of locally paid catalog staff, freeing that amount of local money to take care of the monthly charges up to the amount as originally budgeted for that purpose. Approved on motion of Mrs. Carithers.

2) The Oconee County Library Board requested the Board to approve its ranking of deductive alternates in the specifications for the addition to the Oconee County Library Building. Approved on the motion of Mr. Hodgson.

3) Miss Austin and Mr. Turnbull requested the Board to authorize the Executive Committee to approve the construction contract for the Oconee County Library Building addition when bids are opened and a recommendation is made by the Director, the Oconee County Board and the state consultant. Approved on the motion of Mr. Turnbull.

4) The Director requested approval of the proposed policy governing purchase and circulation of videotapes. Approved on motion of Mr. Hodgson with the addition of a statement regarding purchases to the effect that the library does not intend to compete with local businesses.

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5) The Chairman, on behalf of the Clarke County Board, requested that the Executive Committee be authorized to execute a contract with a consultant, to be selected as soon as possible, to do the already approved study of Clarke County services and space needs. Approved on the motion of Mr. Hodgson.

6) The Chairman requested that the Board authorize the libraries to close at 5:00 p.m. on Thursday, October 30 to enable staff members to attend the dinner in honor of the retiring director. Approved on the motion of Mr. Turnbull.

7) The Director requested approval of continuing to grant a Christmas shopping day to library staff members with a year's employment. Approved on a motion of Mr. Turnbull.

8) The Chairman requested approval of the decision of the Clarke County Library Board to close, along with county, school, and federal offices, on January 19 observing the birthday of Dr. Martin Luther King, Jr., and asked that each local board be delegated authority to close the branch libraries in accordance with local community decisions. Approved on a motion of Dr. Reines and several others.

There being no further business, the meeting was adjourned at 5:20 p.m.



Roxanna Austin, Secretary

B A L L O T

Please check the FOR or AGAINST column to the left of the item to show your approval or disapproval. The items are numbered to correspond with their listing in the minutes of the Athens Regional Library Board meeting of October 16 under new business.

<u>FOR</u>	<u>AGAINST</u>	<u>ITEM</u>
<u>8</u>	<u>0</u>	Old business: approve revised budget.
		New business:
<u>9</u>	<u>0</u>	1. Amend SOLINET budget.
<u>9</u>	<u>0</u>	2. Approve Oconee County Board ranking of alternates.
<u>9</u>	<u>0</u>	3. Approve authorizing Executive Committee to approve construction contract for Oconee County Building.
<u>9</u>	<u>0</u>	4. Approve policies for use of videotapes.
<u>9</u>	<u>0</u>	5. Authorize Executive Committee to execute a contract for the Clarke County study.
<u>9</u>	<u>0</u>	6. Authorize the libraries to close at 5:00 p.m. on October 30.
<u>9</u>	<u>0</u>	7. Approve Christmas shopping day for library staff who have worked for one year.
<u>9</u>	<u>0</u>	8. Approve delegating closing for Martin Luther King Jr.'s holiday to local boards for decision.

(Signed)

Kathryn S. Ames, Secretary